



Sunset Empire Transportation District
BOARD OF COMMISSIONERS
SPECIAL BOARD MEETING AND EXECUTIVE SESSION
JANUARY 9, 2025 10:00 AM
MEETING MINUTES
APPROVED

1. CALL TO ORDER: Chair Rebecca Read called the meeting to order at 10:00 AM.
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: Present: Chair Rebecca Read, Pamela Alegria, Secretary/Treasurer Paul Lewicki, Commissioner Charles Withers, Commissioner Tracy MacDonald and Commissioner Guillermo Romero

Staff- Interim Executive Director Debbie Boothe-Schmidt, Chief Operations Officer Jennifer Geisler, Executive Assistant Mary Parker, Finance Officer Kelly Smith, Mobility Manager Jason Jones
 Attending: Matt Mulmsheimer

4. CHANGES TO AGENDA (01:27) – An update on changes to Homeless Connect and Rider Appreciation Day was added to agenda
5. PUBLIC COMMENT- None
6. NEW BUSINESS
 - a. EXECUTIVE SESSION- ORS 192.660 (02:19) (2)(f) Information or Records that are Exempt from Disclosure.

Chair Rebecca Read closed the regular meeting and opened the Executive Session.
 Chair Rebecca Read closed the Executive Session and opened the regular Board Meeting

Chair Read moved to approve the severance agreement with Sue Farmer that includes a payment of five months' salary totaling \$24,776.95, and three-month's benefits totaling \$4131.51 with terms accepted by both parties for a total cost of \$28,908.46.

Motion seconded by Commissioner Romero

Discussion- None

Name	Boothe-Schmidt	MacDonald	Lewicki	Alegria	Withers	Read	Romero	
Aye	x	x	x	x	x	x	x	
Nay								

7 Aye
 0 Nay
 Motion passed unanimously

b. Approval of STATEWIDE TRANSPORTATION IMPROVEMENT FUND (STIF Formula) STIF Grant Application Resolution-2025-01. (03:35)

Financial Officer Kelly Smith reported that she had met with the Transportation Advisory Committee yesterday and had a great meeting. Kelley explained this plan is the same as the one that Paul and I rewrote when we came back from the shutdown, only the funding is a little less this time. Kelly reviewed the plan saying the first project is the FTA 5310 which will fund fixed route service, preventative maintenance, and Mobility Management for 2 years and it is the match funds for that grant. Then we have match funds for 5311 which will fund operations, preventative maintenance and administration including daily tasks and future planning and we are still in the planning process of the new accounting system. Kelly said next we have the debt service for our loan to get paid off. Kelly said you will see that in 2027 the amount owed is much less than it is in 2026 which is due to the additional funding that SETF will receive this fiscal year from STIF that she is planning on using to make a balloon payment on the loan with. Chair Read made a motion to accept the recommendation as presented
 Commissioner MacDonald seconded the motion
 Kelly said I believe we have a Board Resolution we need to use for approving this.
 Mary said she had not printed it out and would do so.
 Chair Read withdrew her motion
 Commissioner MacDonald withdrew his second.

Chair Read read SETD Resolution 2025-01:

Therefore be it resolved by the Board of Commissioners of the Sunset Empire Transportation District that we approve the Statewide Transportation Improvement Fund staff projects and the priority rankings as recommended by the Transportation Advisory Committee.

Commissioner Lewicki seconded the motion

Name	Boothe-Schmidt	MacDonald	Lewicki	Alegria	Withers	Read	Romero	
Aye	x	x	x	x	x	x	x	
Nay								

7 Aye

0 Nay

Motion passed unanimously

c. HOMELESS CONNECT/RIDER APPRECIATION CHANGES- (09:48)

Jennifer reported that for many years SETD has had a booth and participated in the Clatsop Community Action Homeless Connect event at the Seaside Convention Center by offering public transit information, tickets and free bus rides to the event. Jennifer also reported that on the same day, SETD has been holding their annual Rider Appreciation Day and offering the public free rides, refreshments, gifts and drawings for prizes and partnering with Clatsop Community Action by promoting and sharing signage about both events.

Jennifer said staff is asking to separate these two events so they can be done separately, and staff can concentrate on each function. The Homeless Connect is held at the end of January each year and Jennifer say staff would like to begin doing the Rider Appreciation Day on Sunset Empire Transportation anniversary on March 24th each year.

Commissioner Boothe-Schmidt moved to approve separating the Homeless Connect and the Rider Appreciation events
Commissioner MacDonald seconded the motion
Motion passed unanimously

- d. Commissioner Lewicki said he had two things he wanted to bring up. #1 is that the parking lot lights are still burning 24 hours a day and if we can't do anything else we should be able to turn off the breaker switch in the morning and then turn it on again at night.
Commissioner Lewicki also said the other thing is when I was signing the signature card there was an issue because the minutes were not approved and signed. There was discussion about who's signature should be on the approved Board of Commissioners minutes. Paul said there was a signature block for Mary, on the minutes but I was under the impression that the Secretary Treasurer of the Board was to sign minutes. The other Board members agreed that the Secretary Treasurer of the Board should sign the approved minutes.

ADJOURNMENT-The meeting was adjourned at 11:10 AM

Minutes submitted by Mary Parker Recording Secretary

Minutes approved by:

Paul Lewicki, Board Secretary Treasurer